**IT Applications, Ch 7, Information Management**

Information management and its importance to organisations and the strategies used by organisations to store, communicate and dispose of their data and information.

**Importance of data and information to organisations**, p 249

Characteristics of information

1. Distinguish between data and information.

Qualities of information

2 Elaborate briefly on the following qualities of information:

* Completeness
* Timeliness
* Accuracy
* Unbiasedness
* Clarity

3 Distinguish between an organisational goal and a mission statement.

The mission statement defines the organisations purpose or what it's trying to achieve.

Organisational goals explain how an organisation intends to go about achieving its mission.

4 What is the role of the system goal?

The system goal explains the specific

**Legal Obligations, key laws relating to uses of information and ICT.**

1. Privacy Act 1988
   1. List the 3 main areas of the Privacy Act 1988.

Safeguards

Protection of individuals private information

Peoples credit-worthiness held by credit

* 1. List the 11 information privacy principles.
  2. What amendments were made to the Privacy Act 1988 to address limitations?
  3. List the provisions under the Act from p 255.

1. Information Privacy Act 2000
   1. Describe the nature of this Act.
2. Health Records Act 2001
   1. Why was this legislation introduced?
   2. Describe the provisions of this Act.
3. Copyright Act 1968
   1. Define intellectual property and what it applies to?
   2. Describe the provisions of this Act?
   3. What does the Copyright Act not apply to?
   4. What was the significance of the Australia-United States Free Trade Agreement, (AUSFTA)?
   5. How long does copyright apply for?
   6. When is copyright infringed?
   7. List the exemptions to copyright, p 260.
   8. What are the penalties for infringing copyright?
4. Charter of Human Rights and Responsibilities
   1. From p 266 (sections 13, 14 and 15) list the human rights that protected in Victoria under the following:
      1. Privacy and reputation
      2. Freedom of thought, conscience, religion and belief
      3. Freedom of expression
5. Spam Act 2003
   1. What is spamming?
   2. Why was the Act introduced?
   3. What are the three conditions that must be met by any commercial electronic message?
   4. What messages are covered by the Act?
   5. What messages are not covered by the Act?
   6. List the financial penalties of breaching the Act.